

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
November 2005



CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Emergency Management Planner 1 (F)	38341	\$22,896 - \$36,636
Emergency Management Planner 2 (F)	38342	\$24,864 - \$39,780
Emergency Management Planner Supervisor (F)	38343	\$28,188 - \$45,096
Environmental Health Field Office Manager (B)	72978	\$42,564 - \$68,100
Environmental Health Program Manager 1 (B)	72979	\$44,760 - \$71,616
Environmental Health Program Manager 2 (B)	72980	\$46,776 - \$74,844
Environmental Health Specialist 1 (B)	72931	\$24,864 - \$39,780
Environmental Health Specialist 3 (B)	72932	\$30,612 - \$48,984
Environmental Health Specialist 4 (B)	72933	\$34,848 - \$55,752
Environmental Health Specialist 5 (B)	72934	\$36,432 - \$58,296
Environmental Health Specialist 6 (B)	72935	\$40,956 - \$65,532
Mental Health Program Specialist 2 (N)	72232	\$28,188 - \$45,096
Public Health Educator 1 (A)	72811	\$24,864 - \$39,780
Public Health Educator 2 (A)	72812	\$27,036 - \$43,260
Public Health Educator 3 (A)	72813	\$30,612 - \$48,984
Revenue Regulatory Officer (B)	38650	\$28,188 - \$45,096
Training Officer 1 (A,K)	73771	\$31,944 - \$51,108

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective November 10, 2005.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED November 10, 2005 .
- C - Register will be ABOLISHED and REESTABLISHED effective.
- D - Job classification will be ABOLISHED.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective November 10, 2005.
- G - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.
- I - Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective November 10, 2005.
- L - Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M - Job classification changed examination method from Competitive to Non-Competitive.
- N - Job classification will change from compensatory time to cash overtime effective November 10, 2005.
- O - Job classification changed EEO Code.
- P - Job classification will be converting from Program to Daily effective.

Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

ENVIRONMENTAL HEALTH FIELD OFFICE MANAGER

SUMMARY: Under general supervision, is responsible for administrative and managerial work of considerable difficulty in the direction of professional environmental health and other staff in an environmental health field office; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages a field office with at least thirteen professional environmental health staff. This class differs from Environmental Health Specialist 6 in that an incumbent of the latter either manages a field office with fewer than thirteen professional positions, functions as an assistant manager of field office with at least eight professional positions, or manages a small statewide technical central office program or section. This class differs from Environmental Health Program Manager 1 in that an incumbent of the latter manages a moderate-sized statewide central office section.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, of any including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program experience with the State of Tennessee, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL HEALTH PROGRAM MANAGER 1

SUMMARY: Under general supervision, is responsible for managerial professional environmental health program work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs managerial duties for a statewide environmental health division. This class differs from Environmental Health Field Office Manager in that an incumbent of the latter functions as the manager of a field office with at least thirteen environmental health professionals. This class differs from Environmental Health Program Manager 2 in that an incumbent of the latter functions as the assistant division director.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, of any including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program experience with the State of Tennessee, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ENVIRONMENTAL HEALTH PROGRAM MANAGER 2

SUMMARY: Under general supervision, is responsible for managerial professional environmental health program work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs a full range of managerial duties for a statewide environmental health division. This class differs from Environmental Health Program Manager 1 in that an incumbent of the latter performs managerial duties for a statewide environmental health division by managing a moderate-sized statewide central office section. This class differs from Environmental Health Program Director in that an incumbent of the latter performs a full range of managerial duties for a statewide environmental health division by functioning as the director.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree, of any including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least two years of supervisory experience over staff who perform environmental regulatory program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program experience with the State of Tennessee, including at least two years of supervisory experience over staff who perform environmental regulatory program work.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ENVIRONMENTAL HEALTH SPECIALIST 1

SUMMARY: Under immediate supervision, is responsible for professional environmental health program work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Environmental Health Specialist sub-series. An employee in this class is assigned to learn a variety of environmental compliance inspection, problem identification, and enforcement duties in an environmental health division. This class differs from Environmental Health Specialist 3 in that an incumbent of the latter performs environmental program duties at the advanced working level under general supervision.

*An applicant appointed to this flexibly staffed class will be reclassified to Environmental Health Specialist 3 after successful completion of a mandatory two year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science.

Substitution of Experience for Education: Any qualifying full-time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL HEALTH SPECIALIST 3

SUMMARY: Under general supervision, is responsible for professional environmental health program work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the advanced working level in the Environmental Health Specialist sub-series. An employee in this class performs a full range of complex environmental compliance inspection, problem identification, and enforcement duties in an environmental health division. This class differs from Environmental Health Specialist 1 in that an incumbent of the latter functions at the entry level. This class differs from Environmental Health Specialist 4 in that an incumbent of the latter functions as a first level supervisor of at least two health specialists or as a full-time trainer of subordinate professional staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to two years of any full-time work in the enforcement of an environmental program or any professional environmental program work.

Substitution of Experience for Education: Any qualifying full-time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to the maximum of one year (e.g., 36 quarter hours is equivalent to one year).

OR

Two years of any full-time work in the enforcement of an environmental program or any professional environmental program experience with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ENVIRONMENTAL HEALTH SPECIALIST 4

SUMMARY: Under general supervision, is responsible for professional environmental health program supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first level supervisory class in the Environmental Health Specialist sub-series. An employee in this class functions in an environmental health division as a first level supervisor with at least two environmental health specialists. This class differs from Environmental Health Specialist 3 in that an incumbent of the latter functions at the advanced working level. This class differs from Environmental Health Specialist 5 in that an incumbent of the latter functions as a supervisor of at least eight environmental health specialists or as a technical program specialist with statewide responsibility.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to four years of any full-time work in the enforcement of an environmental program or any professional environmental program work.

Substitution of Experience for Education: Any qualifying full-time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to the maximum of one year (e.g., 36 quarter hours is equivalent to one year).

OR

Four years of any full-time work in the enforcement of an environmental program or any professional environmental program experience with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL HEALTH SPECIALIST 5

SUMMARY: Under general supervision, is responsible for professional environmental health supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs as a work unit supervisor in an environmental health division by either supervising eight or more environmental health specialists or functioning as a technical program specialist with statewide responsibility. This class differs from Environmental Health Specialist 4 in that an incumbent of the latter supervises at least two professional subordinates. This class differs from Environmental Health Specialist 6 in that an incumbent of the latter functions as a manager of a field office with fewer than thirteen professional positions, an assistant manager of a field office with at least eight professional positions, or a manager of a small statewide technical central office program or section.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year).

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program experience with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ENVIRONMENTAL HEALTH SPECIALIST 6

SUMMARY: Under general supervision, is responsible for administrative and managerial work of considerable difficulty in the direction of professional environmental health and other staff; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs professional environmental supervisory and/or programmatic duties in an environmental health division by either managing a field office with fewer than thirteen professional positions, functioning as an assistant manager of field office with at least eight professional positions, or managing a small statewide technical central office program or section. This class differs from Environmental Health Specialist 5 in that an incumbent of the latter either functions as a technical program specialist with statewide responsibility or supervises eight or more professional subordinates in an environmental health office. This class differs from Environmental Health Field Office Manager in that an incumbent of the latter manages a field office with at least thirteen professional positions.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program experience with the State of Tennessee, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PUBLIC HEALTH EDUCATOR 1

SUMMARY: Under immediate supervision, is responsible for professional public health education work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the public health education sub-series. An employee in this class plans, schedules, coordinates, conducts, and evaluates public health education activities. This class differs from that of Public Health Educator 2 in that an incumbent of the latter performs a full range of educational program development, evaluation, and consulting work.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in health education, biology, or a related field.

Substitution of Experience for Education: Qualifying full-time professional experience in health education may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: A valid vehicle operator’s license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.



PUBLIC HEALTH EDUCATOR 2

SUMMARY: Under general supervision, is responsible for professional public health education and consulting work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the public health education sub-series. An employee in this class performs a full range of public health education program development, evaluation and consulting work of average difficulty. This class is flexibly staffed with and differs from that of Public Health Educator 1 in that an incumbent of the latter performs at the entry level. This class differs from that of Public Health Educator 3 in that an incumbent of the latter performs supervisory public health education work.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in health education, biology, or a related field and experience equivalent to one year of full-time professional health education work.

Substitution of Experience for Education: Qualifying full-time experience in health education work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional qualifying graduate coursework in health education, biology, or a related field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: A valid vehicle operator’s license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PUBLIC HEALTH EDUCATOR 3

SUMMARY: Under general supervision, is responsible for professional public health education work of considerable difficulty and supervisory public health education work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Public Health Education sub-series. An employee in this class performs a full range of considerably difficult public health education work and also performs supervisory work. This class differs from that of Public Health Educator 2 in that an incumbent of the latter performs a full range of public health educational program development evaluation and consulting work with no supervisory responsibility.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in health education, biology, or a related field and experience equivalent to three years of full-time increasingly responsible professional health education work.

Substitution of Experience for Education: Qualifying full-time experience in health education work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional qualifying graduate coursework in health education, biology, or a related field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

REVENUE REGULATORY OFFICER

SUMMARY: Under general supervision, is responsible for conducting inspections and investigations to determine unlawful trade practices of motor fuel, tobacco, and beer; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class conducts inspections and investigations of retail establishments and transport companies to ensure compliance to tax laws, rules, and regulations involving motor fuel, tobacco, and beer sold and/or used in Tennessee. This class differs from classifications in the Revenue Special Agent series in that incumbents of the latter conduct professional audits and criminal investigations on businesses or individuals violating Tennessee revenue laws, rules, and regulations, and are assisted by employees in this class to prepare criminal cases as necessary.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and qualifying experience equivalent to one year of full-time work in one or a combination of the following: 1) professional or paraprofessional level investigative experience dealing with tax compliance, 2) professional experience involving financial accounting or auditing, 3) criminal investigations, or 4) experience dealing with the inspection of establishments which deal with alcohol, tobacco, or gas products.

Substitution of Experience for Education: Experience in one or a combination of the following areas may be substituted for the required education on a year-for-year basis to a maximum of four years: 1) professional or paraprofessional level investigative experience dealing with tax compliance, 2) professional experience involving financial accounting or auditing, 3) criminal investigations, or 4) experience dealing with the inspection of establishments which deal with alcohol, tobacco, or gas products.

Substitution of Education for Experience: Additional graduate course work in one or a combination of the following may be substituted for the required experience on a year-for-year basis, to a maximum of one year: (1) accounting; (2) business administration; (3) criminal justice; (4) criminology, or (5) finance (e.g., 36 graduate quarter hours in accounting may substitute for one year of required experience).

OR

One year of experience as a Revenue Audit Technician in the Department of Revenue with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) Have a good moral character, as determined by investigation.
- (2.) Complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) Agree to release all records involving their criminal history to the appointing authority.
- (4.) Supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) Possess a valid motor vehicle operator's license at the time of appointment.
- (6.) Have a motor vehicle available for use in performance of job duties in some positions.
- (7.) Upon appointment, successfully complete the certification process to take dyed fuel samples.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TRAINING OFFICER 1

SUMMARY: Under general supervision, is responsible for professional training administrative work of average difficulty and supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class develops and delivers training, may manage the training activities for an operating department of state government, and typically supervises a small staff of professional training employees. This class differs from Training Specialist 2 in that the incumbent of the latter performs duties of lesser scope and complexity. This class differs from Training Officer 2 in that an incumbent of the latter either manages the training activities for a large operating department or facility with a highly developed training program, supervises a moderate-sized staff of professional training employees, or performs central personnel training coordinative and developmental work regarding major statewide training programs.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full-time professional work in one or a combination of the following: academic teaching; educational administration; development of instructional materials for academic programs; or training.

Substitution of Experience for Education: Any teaching or training experience, or any remaining professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Graduate Course Work for Experience: Additional graduate course work in one or a combination of the following may be substituted for the required experience on a year-for-year basis, to a maximum of two years: (1) Human Resources Management; (2) Industrial/Organizational Psychology; or (3) any field related to the design or evaluation of curriculum and related instructional processes, including, but not limited to Curriculum and Instruction, or Educational/Instructional Media Design, Educational Evaluation, Research, and Statistics. (e.g., 36 graduate quarter hours may be substituted for one year of required experience).

OR

One year of professional experience in delivering workforce training with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.